

**MINUTES OF BOARD OF TRUSTEES: October 17, 2023**  
**CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA**

The regular board meeting was called to order by President Bale at 5:30 p.m. Bale indicated to those present that the meeting was being tape recorded for meeting minute generation purposes.

Trustees present: Mark Bale (President)  
Tony Nelson (Treasurer)  
Larry Adams (Clerk)  
Robert Wolfram, Jr.  
Tracy Peterson

Absent:

Also present: Mitch Hanson, Administrator  
Taylor Moore, Finance Director

Item #1. Opportunity for public to speak. No public present.

Item #2. Approve September 2023 Financial Statement. Motion by Nelson, second by Peterson to approve the September 2023 Financial Statement. Motion carried all Trustees present voting 'aye'.

Item #3. Approve September 2023 Invoices. Motion by Adams, second by Peterson to approve the September 2023 Invoices. Motion carried, all Trustees present voting 'aye'.

Item #4. Approve September 19<sup>th</sup>, 2023 Board Meeting Minutes. Motion by Nelson, second by Adams to approve the September 19<sup>th</sup>, 2023 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. Infrastructure Upgrade Project – Pay Request #7 \$1,211,739.25. Motion by Peterson, second by Nelson to approve the Infrastructure Upgrade Project Pay Request #7 in the amount of \$1,211,739.25. Motion carried, all Trustees present voting 'aye'.

Item #6. Tertiary SCADA Improvement Project – Pay Request #7 \$2,574.00. Motion by Adams, second by Peterson to approve the Tertiary SCADA Improvement Project Pay Request #7 in the amount of \$2,574.00. Motion carried, all Trustees present voting 'aye'.

Item #7. Personnel Matters. Note: The Board reserves the right to go into closed session per Iowa Code 21.5(1)(i). To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Motion by Nelson, second by Peterson to move into closed session as per Iowa Code 21.5 (1)(i) at 5:48 PM. Motion carried, all Trustees present voting 'aye'.

Motion by Peterson, second by Adams to move out of closed session as per Iowa Code 21.5 (1)(i) at 7:17 PM. Motion carried, all Trustees present voting 'aye'.

Item #8. Employee Wage Adjustment. The Board established adjustments to salaries and hourly wages for employees of the Clear Lake Sanitary District based upon cost of living and performance. This information is on file in the office of the Clear Lake Sanitary District. Motion by Nelson, second by Adams to approve wage adjustments as per the schedule presented. Motion carried, all Trustees present voting 'aye'.

Item #9. Unfinished Business. Moore noted that the District has received a full return of one of the fraudulent checks discussed at the last meeting, and the other is still going through the process at Bank of America.

Item #10. Administrator’s report. Hanson stated that the insurance claim on the jet truck came out to \$128,000, but the District may not be receiving anything in regards to the water line break claim that was filed. Hanson discussed the issues surrounding the Lift Station 2 upgrades, including the location of the new building and generator and the repair of a retaining wall and removal of trees from the property.

Item #11. Trustee’s Report. Wolfram indicated he’d like the time of the board meetings to be discussed at the next meeting for possibly moving the meetings to an earlier time during the winter months.

There being no further business to discuss, motion by Peterson, second by Nelson to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 7:40 p.m.

ATTEST:

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Larry Adams, Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of October 17, 2023**

Check #	Date	Vendor Name	Amount	Description
EFT	09/20/23	NET PAYROLL	19,844.25	09/20/23 NET PAYROLL
EFT	09/20/23	FEDERAL W/H	6,793.00	09/20/23 FEDERAL WITHHOLDING
EFT	09/20/23	IPERS W/H	9,087.72	09/20/23 IPERS WITHHOLDING
EFT	09/20/23	IA DEPT. REV.	2,416.02	09/20/23 STATE W/H
EFT	10/04/23	NET PAYROLL	22,988.07	10/04/23 NET PAYROLL
EFT	10/04/23	FEDERAL W/H	7,639.96	10/04/23 FEDERAL WITHHOLDING
EFT	10/06/23	POSTMASTER	1,840.75	OCT BILL MAILING
EFT	10/12/23	IA DEPT. REV.	1,303.54	SEPT '23 SALES TAX
26830	09/22/23	SPILMAN, DENNIS	2,239.54	2023 DEDUCTIBLE REIMBURSEMENT
26831	09/22/23	FARMERS STATE BANK	1,000,000.00	CD PURCHASE
26832	09/26/23	ALLIANT ENERGY	1,424.53	ELECTRIC/GAS
26833	09/26/23	WELLMARK BCBS	15,497.07	HEALTH & DENTAL INSURANCE PREMIUMS
26834	09/26/23	AVESIS	206.15	OCT VISION INS
26835	09/26/23	OFFICE ELEMENTS	117.50	OFFICE PAPER
26836	09/26/23	PEKIN LIFE INSURANCE	520.21	OCT LIFE INS
26837	09/26/23	CARDMEMBER SERVICES	(313.00)	HACH - RETURNED ITEM
26837	09/26/23	CARDMEMBER SERVICES	198.06	AMAZON - USB CABLES & HARD DRIVE
26837	09/26/23	CARDMEMBER SERVICES	452.90	CLTEL - PHONE/INTERNET SERVICE
26837	09/26/23	CARDMEMBER SERVICES	104.48	AMAZON - SHOP PARKING CURBS
26837	09/26/23	CARDMEMBER SERVICES	31.96	AMAZON - OFFICE/SHOP SUPPLIES
26837	09/26/23	CARDMEMBER SERVICES	39.99	AMAZON - CAMERA TRUCK PARTS
26837	09/26/23	CARDMEMBER SERVICES	19.96	AMAZON - OFFICE SUPPLIES
26837	09/26/23	CARDMEMBER SERVICES	49.99	AMAZON - FUEL TANK PARTS
26837	09/26/23	CARDMEMBER SERVICES	11.99	ACE HARDWARE - ROLLER
26837	09/26/23	CARDMEMBER SERVICES	76.67	MENARDS - CWS PUMPS PARTS
26837	09/26/23	CARDMEMBER SERVICES	1,441.06	IDEXX - LAB SUPPLIES
26837	09/26/23	CARDMEMBER SERVICES	4.99	ACE HARDWARE - SHOP SUPPLIES
26837	09/26/23	CARDMEMBER SERVICES	570.00	IAWEA - CONFERENCE REGISTRATION

26837	09/26/23	CARDMEMBER SERVICES	2,381.31	NCL - LAB SUPPLIES
26837	09/26/23	CARDMEMBER SERVICES	68.82	OKOBOJI GRILL - EMPLOYEE MEAL
26837	09/26/23	CARDMEMBER SERVICES	200.00	UNIVERSITY OF IOWA - CONFERENCE REGISTRATION
26837	09/26/23	CARDMEMBER SERVICES	218.40	BEST WESTERN - CONFERENCE LODGING
26837	09/26/23	CARDMEMBER SERVICES	36.31	MICROSOFT - AZURE BACKUP FEES
26837	09/26/23	CARDMEMBER SERVICES	28.58	ACE HARDWARE - PRIMER & CEMENT
26837	09/26/23	CARDMEMBER SERVICES	295.23	ERA - LAB SUPPLIES
26838	09/26/23	MOORE, ANGIE	350.00	SEPT CLEANING SERVICES
26839	09/26/23	DAKOTA SUPPLY GROUP	346.22	SLUDGE DISPOSAL FITTING
26840	09/26/23	CONSOLIDATED ENERGY	1,451.14	DIESEL FUEL
26841	09/26/23	MERCYONE OCCUPATIONAL HEALTH	240.00	2024 CONSORTIUM DUES
26842	10/11/23	IOWA ONE CALL	58.50	AUG LOCATE CHARGES
26843	10/11/23	ALLIANT ENERGY	13,601.53	ELECTRIC/GAS
26844	10/11/23	MARCO, INC.	74.93	COPIER MAINTENANCE FEE
26845	10/11/23	OFFICE ELEMENTS	52.16	PAPER
26846	10/11/23	FARMERS STATE BANK	72,536.38	GO FUNDS FOR MONEY MARKET
26847	10/11/23	INTERSTATE ALL BATTERY CENTER	270.00	BATTERY BACKUP
26848	10/11/23	BOX5 MEDIA	275.00	WEBSITE UPDATES
26849	10/11/23	HANCOCK COUNTY COOP	133.63	VEHICLE GAS
26850	10/11/23	SPRINGBROOK LLC	662.15	WEB HOSTING/CREDIT CARD FEES
26851	10/11/23	PRIMERICA LIFE INS CO	280.82	LIFE INSURANCE PREMIUMS
26852	10/11/23	NORTHWOOD SANITATION, LLC	175.00	SEPT WASTE SERVICES
26853	10/11/23	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
			<u>1,189,593.47</u>	

**Clear Lake Sanitary District**  
**Unpaid Invoices as of October 17, 2023**

Check #	Date	Vendor Name	Amount	Description
PENDING	10/17/23	EUROFINS TESTING	2,785.00	LAB TESTING
PENDING	10/17/23	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
PENDING	10/17/23	IN CONTROL, INC.	804.79	BLDG 35 BATTERY BACKUP
PENDING	10/17/23	MID-AMERICA PUBLISHING CORP	267.76	PUBLICATIONS/ADVERTISEMENT
PENDING	10/17/23	MUNICIPAL SUPPLY INC	318.80	METERS
PENDING	10/17/23	NAPA	192.95	JET TRUCK PARTS
PENDING	10/17/23	ROCK RENTAL	13,750.00	JET TRUCK RENTAL
PENDING	10/17/23	FRANCHISE MGMT INVEST	18.83	REFUND
PENDING	10/17/23	KEMMERER, KURTIS	44.09	REFUND
PENDING	10/17/23	LINDSAY, KATHRYN	73.44	REFUND
PENDING	10/17/23	PIGSPIN STUDIOS, LLC	116.05	REFUND
PENDING	10/17/23	ULWELLING, THOMAS	49.17	REFUND
			<u>18,527.38</u>	